

STATE OF NEW JERSEY



COUNTY COUNSEL

C350000-001

Bureau of Archives and History
Records Management Section

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

0165B

1. AGENCY NO. 0350000	2. DEPARTMENT County Counsel	3. DIVISION	4. BUREAU, OFFICE, ETC.
5. AGENCY REPRESENTATIVE		6. TITLE	7. TELEPHONE NO.

8. SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

9. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert C. Doherty</i>	DATE	10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE <i>William C. Long</i>	DATE APPROV'D <i>11/1/74</i>
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11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ ARCHIVES)
			AGENCY	RECORDS CTR.	
1-00.	Bail Bond Forfeitures (closed)		21 yrs and subject to further review		Destroy
2-00.	Bids & Proposals	X	6 yrs.		Destroy
3-00.	Civil Service Hearings Files/Disciplinary Hearings		6 yrs.		Destroy
4-00.	Condemnation Cases - consists of: copies of pleadings, correspondence, plans, deeds, easements		7 yrs. after closing unless in litigation		Destroy
5-00.	Contracts - General		6 yrs. after termination		Destroy
6-00.	Correspondence				
6-01.	External		3 yrs.		Destroy
6-02.	Internal		Periodic Review		Destroy
6-03.	Policy		Permanent		Permanent

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			AGENCY	RECORDS CENTER	
7-00.	Desk Calendars		1 yr.		Destroy
8-00.	Insurance Claims		7 yrs. after settlement		Destroy
9-00.	Lease Agreements		7 yrs. after termination		Destroy
10-00.	Litigation Files (closed) and index		21 yrs. and subject to further review		Destroy
11-00.	Motions or Orders for the return of Monies confiscated		7 yrs.		Destroy
12-00.	Public Employment Relations Committee Files PERC - Petitions concerning unfair practices		7 yrs. unless in litigation		Destroy
13-00.	Purchase Orders (copies)	X	3 yrs.		Destroy
14-00.	Requisitions (copies)	X	3 yrs.		Destroy
15-00.	Request for Legal Opinion and Opinion Rendered		Permanent		Permanent
16-00.	Telephone Message Pads		1 yr.		Destroy
17-00.	Transcript and Witness Fee Files and index -consist of: correspondence, copies of orders, affidavits	X	3 yrs. after payment		Destroy
18-00.	Resolutions - duplicates		Periodic Review		Destroy

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			AGENCY	RECORDS CENTER	
19-00.	Minutes-copies		Periodic Review		Destroy
20-00.	Notice of Foreclosures		3 yrs.		Destroy
21-00.	Tort Claims		7 yrs. after final judgment unless in litigation		Destroy